



Copy, Cancel, and Delete Requisitions

This guide outlines the process to Copy, Cancel, or Delete an existing requisition entered into the system. The Copy From function is an easy way to duplicate an order that is placed regularly. Canceling and Deleting a requisition can only be done if the requisition is still in Open status. Once the requisition is in Approved status, Canceling can only be done by Procurement.

Purchasing > Requisition > Add/Update Requisitions

Requisitions

Find an Existing Value

Add a New Value

Business Unit: STCMP

Requisition ID: NEXT

Add

[Find an Existing Value](#) | [Add a New Value](#)

1. Select the appropriate Business Unit
2. Click the Add button

Maintain Requisitions

Requisition

Business Unit: STCMP
Requisition ID: NEXT

[Copy From](#)

Status: Open
Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester:
*Requisition Date: 08/11/2010
Origin: ONL Online
*Currency Code: USD Dollar
Accounting Date: 08/11/2010

[Requisition Defaults](#)
[Add Comments](#)
[Requisition Activities](#)

Amount Summary

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

3. Select the Copy From link



Maintain Requisitions

Copy Requisition

Header

Business Unit:

Requisition ID:

Req Status: Origin:

Requester:

Requester Name:

Requisition Date: To:

Vendor SetID: [Vendor Lookup](#)

Vendor ID: [Vendor Details](#) Vendor Name:

Item SetID: Item ID:

Item Description:

Department:

Direct Ship

4. Enter the Requisition ID in which you want to copy
- Or
- Enter the Requestor in the Requester field
5. Click the Search button

Requisition Customize | Find | View All | First | 1-5 of 10 | Last

Sel	Req ID	Status	Origin	Requester
<input type="checkbox"/>	000000028	Approved	ONL	REQUESTER
<input checked="" type="checkbox"/>	000000027	Open	ONL	REQUESTER
<input type="checkbox"/>	000000024	Approved	ONL	REQUESTER
<input type="checkbox"/>	000000018	Approved	ONL	REQUESTER
<input type="checkbox"/>	000000017	Approved	ONL	REQUESTER

6. Select the appropriate Requisition by checking the box
7. Click OK button

The source requester (REQUESTER) is different from the target requester (), copy? (10150,186)

All copied defaults will remain unchanged. Do you want to copy?

8. Click Yes to the message



Maintain Requisitions

Requisition

Business Unit: STCMP Status: Open
 Requisition ID: NEXT Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: REQUESTER Requester [Requester Info](#)
 *Requisition Date: 08/11/2010 [Requester Info](#)
 Origin: ONL Online [Requester Activities](#)
 *Currency Code: USD Dollar
 Accounting Date: 08/11/2010

Amount Summary

Total Amount: 21,705.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#)
[Item Search](#) [Requester Items](#)

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		Blanket for monthly	1.0000	YRS	91000	21,705.0000	21,705.00	Open

9. All information from original requisition will populate, change information as needed

CANCEL A REQUISITION

Requisitions

Use the following search to look for an existing Requisition.

Find an Existing Value **Add a New Value**

Business Unit: = STCMP

Requisition ID: begins with

Requisition Status: =

Origin: begins with

Requester: begins with

Requester Name: begins with

Hold From Further Processing

Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

- 10. Use the Find an Existing Value tab
- 11. Enter the search criteria
- 12. Click the Search Button



Search Results

View All First 1-12 of 12 Last

Business Unit	Requisition ID	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
STCMP	000000028	Approved	ONL	REQUESTER	Requester	N
STCMP	000000027	Open	ONL	REQUESTER	Requester	Y
STCMP	000000024	Approved	ONL	REQUESTER	Requester	N
STCMP	000000018	Approved	ONL	REQUESTER	Requester	N
STCMP	000000017	Approved	ONL	REQUESTER	Requester	Y
STCMP	000000016	Approved	ONL	REQUESTER	Requester	N
STCMP	000000015	Approved	ONL	REQUESTER	Requester	N
STCMP	000000014	Approved	ONL	REQUESTER	Requester	N
STCMP	000000012	Open	ONL	REQUESTER	Requester	Y
STCMP	000000009	Open	ONL	REQUESTER	Requester	Y
STCMP	000000007	Open	ONL	REQUESTER	Requester	Y
STCMP	000000005	Approved	ONL	REQUESTER	Requester	N

13. Select the requisition from the Search Results

Maintain Requisitions

Requisition

Business Unit: STCMP Status: Open
 Requisition ID: 000000027 Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: REQUESTER Requester [Requisition Defaults](#)
 *Requisition Date: 08/05/2010 [Requester Info](#) [Edit Comments](#)
 Origin: ONL Online [Requisition Activities](#)
 *Currency Code: USD Dollar [Document Status](#)

Amount Summary

Accounting Date: 08/05/2010 Total Amount: 21,705.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: To: [Retrieve](#)
[Item Search](#) [Requester Items](#)

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		Blanket for monthly	1.0000	YRS	91000	21,705.0000	21,705.00	Open

View Printable Version *Go to: ...More...

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

14. Uncheck the Hold From Further Processing box

15. Click the Save button

Maintain Requisitions

Requisition

Business Unit: STCMP Status: Open **X**
 Requisition ID: 000000027 Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: REQUESTER Requester [Requisition Defaults](#)
 *Requisition Date: 08/05/2010 [Requester Info](#) [Edit Comments](#)
 Origin: ONL Online [Requisition Activities](#)
 *Currency Code: USD Dollar [Document Status](#)

Amount Summary

Accounting Date: 08/05/2010 Total Amount: 21,705.00 USD

Add Items From **Select Lines To Display**

[Purchasing Kit](#) [Catalog](#) Line: To: [Retrieve](#)
[Item Search](#) [Requester Items](#)

16. Select the Red X



Canceling a requisition will commit any changes made and prevent further changes. Continue? (10100,7)

When you mark a requisition as complete or canceled, the system does not allow any further changes to the requisition. Any changes made, however, will be stored on the requisition.

If you have any more changes to make to this requisition, do not mark it as complete or canceled at this time. Make the other changes, then return to change its status.

17. Click the Yes button to the message

Requisition

Business Unit: STCMP Status: Canceled

Requisition ID: 000000027 Budget Status: Not Chk'd

Hold From Further Processing

Group Box 1

*Requester: REQUESTER Requester [Requisition Defaults](#)

*Requisition Date: 08/05/2010 [Requester Info](#) [Edit Comments](#)

*Origin: ONL Online [Requisition Activities](#)

*Currency Code: USD Dollar [Document Status](#)

*Accounting Date: 08/05/2010

Select Lines To Display

Line: To:

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		Blanket for monthly	1.0000	YRS	91000	21,705.0000	21,705.00	Open

View Printable Version *Go to:

18. Status will change to Canceled

19. Click the Save button

DELETE A REQUISITION

Requisitions

Use the following search to look for an existing Requisition.

Business Unit: =

Requisition ID: begins with

Requisition Status: =

Origin: begins with

Requester: begins with

Requester Name: begins with

Hold From Further Processing

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

20. Use the Find an Existing Value tab

21. Enter the search criteria

22. Click the Search Button



Search Results

Business Unit	Requisition ID	Requisition Status	Origin	Requester	Requester Name	Hold From Further Processing
STCMP	000000028	Approved	ONL	REQUESTER	Requester	N
STCMP	000000027	Open	ONL	REQUESTER	Requester	Y
STCMP	000000024	Approved	ONL	REQUESTER	Requester	N
STCMP	000000018	Approved	ONL	REQUESTER	Requester	N
STCMP	000000017	Approved	ONL	REQUESTER	Requester	Y
STCMP	000000016	Approved	ONL	REQUESTER	Requester	N
STCMP	000000015	Approved	ONL	REQUESTER	Requester	N
STCMP	000000014	Approved	ONL	REQUESTER	Requester	N
STCMP	000000012	Open	ONL	REQUESTER	Requester	Y
STCMP	000000009	Open	ONL	REQUESTER	Requester	Y
STCMP	000000007	Open	ONL	REQUESTER	Requester	Y
STCMP	000000005	Approved	ONL	REQUESTER	Requester	N

23. Select the requisition from the Search Results

Maintain Requisitions

Requisition

Business Unit: STCMP
 Requisition ID: 000000027
 Status: Open
 Budget Status: Not Chk'd
 Hold From Further Processing

Header

*Requester: REQUESTER Requester
 *Requisition Date: 08/05/2010
 Origin: ONL Online
 *Currency Code: USD Dollar

Amount Summary
 Total Amount: 21,705.00 USD

Add Items From
 Purchasing Kit
 Item Search

Select Lines To Display
 Line: [] To: [] Retrieve

Line	Item	Description	Quantity	UOM	Category	Price	Amount	Status
1		Blanket for monthly	1.0000	YRS	91000	21,705.0000	21,705.00	Open

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

24. Uncheck the Hold From Further Processing box

25. Click the Save button



Maintain Requisitions

Requisition

Business Unit: STCMP Status: Open ✖
 Requisition ID: 0000001390 Budget Status: Not Chk'd

Hold From Further Processing

Header

*Requester: 90000000689 Madison, Susan [Requisition Defaults](#)
 *Requisition Date: 04/13/2011 [Add Comments](#)
 Origin: ONL Online Entry [Requisition Activities](#)
 *Currency Code: USD Dollar [Document Status](#)
 Accounting Date: 04/13/2011

Amount Summary

Total Amount: 30,500.00 USD

Add Items From

[Purchasing Kit](#) [Catalog](#) Line: [Retrieve](#)
[Item Search](#) [Requester Items](#)

Line	Description	Quantity	*UOM	Category	Price	Amount	Status			
1	Ceramic Tiles	10.0000	EA	36000	50.00000	500.00	Open			
2	Interior Design Service	1.0000	LOT	91800	5,000.00000	5,000.00	Open			
3	Construction Services	1.0000	LOT	90900	25,000.00000	25,000.00	Open			

[View Printable Version](#) [Delete Requisition](#) *Go to: [More...](#)

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

26. Click the Delete Requisition button

This action will delete the entire Requisition and do an automatic Save. Continue? (10100,117)

The action that you are taking will delete the entire Requisition. An automatic Save will be done and you will be returned to the Search page.

27. Click the Yes button to the message

NOTE: PeopleSoft will go back to the Find an Existing Value page. There will be no record of the requisition existing.